

## McGowan PROBATE AND GUARDIANSHIP PROCEDURES - 2024

**(1) Send all proposed Orders to the Judge via the Portal.**

- **Make sure that all pleadings and/or documents upon which the proposed Orders are based are ACTUALLY IN THE COURT FILE.**
  - **The Judge's office is NOT responsible for calling the Clerk's Office to see if they have a Will for the Deceased.**
  - **The Judge's office is NOT responsible for holding your paperwork for you to file the relevant documents.**
  - **If the paperwork is not actually in the court file when the Judge reviews your Orders, your Order may be DENIED (without prejudice).**

**(2) For hearing time, email the Judge's JA, Crystal, at [Cjohnson@ca.cjis20.org](mailto:Cjohnson@ca.cjis20.org)**